This template is included in the Victim Rights Law Center’s *Where to Start Sexual Assault Legal Services Toolkit*, available to Office on Violence Against Women Legal Assistance for Victims grantees online at <http://www.victimrights.org/where-start-toolkit>. This resource is yours to use and adapt freely. Note: The sample we have provided does not reflect the laws of your jurisdiction, or any other obligations you may have (e.g., ethical, contractual, to funders) and should be revised accordingly.  It should also reflect and be aligned with your organizational structure, service delivery model, privacy laws, etc.

**PRIVACY**

***“Who will find out about the assault if I report?”***

* Represent victims at privacy hearings following a request for the release of their privileged and/or confidential mental health, medical, or education records
* Communicate with service and medical providers about disclosure of private records
* Work with schools and employers to protect victim privacy where possible

***“I am afraid to take public transportation.”***

**SAFETY**

* Represent victims in proceedings to obtain protective orders under M.G.L 209A and 258E
* Assist victims in obtaining stay away orders available from a housing authority or educational institution
* Work with employers, housing authorities, and schools to enforce safety measures

***“Can I report if I am undocumented?”***

**IMMIGRATION**

* Assist victims petition for status in the U.S. (i.e., VAWA, SIJ, DACA, U-visa)
* Represent victims in immigration court

***“I am having difficulty focusing at work.”***

**FINANCIAL STABILITY**

* Assess victims’ eligibility for public benefits and refer them to appropriate resources
* Represent victims if their claims for public benefits are denied

**HOUSING**

***“The assailant is my neighbor.”***

* Represent victims in Housing Authority proceedings and evictions
* Negotiate with landlords for accommodations (i.e. to break lease, or for increased safety measures)
* Identify legal remedies for obtaining public and private housing
* Educate tenants and landlords about sexual assault protections

**EDUCATION**

***“The assailant lives in my residence hall.”***

* Represent victims throughout campus sexual misconduct hearings and appeals
* Assess whether a school is in compliance with state and federal laws, including Title IX
* Help victims obtain assistance/services from school (i.e. add/drop classes, take a leave of absence, transfer housing, obtain a campus No Contact Order, etc.)
* File complaints against schools that receive federal funding to Department of Education Office for Civil Rights

***“My SSDI application was denied.”***

**EMPLOYMENT**

* Represent victims in Massachusetts Commission Against Discrimination complaints against employers
* Refer victims to private lawyers for possible lawsuits against employers (if applicable)